

# Brickyard News

Special points of interest:

- Personnel Updates
- Making Sense of Surplus
- Data Sanitization Decoded
- A Few Quick Tips
- May Training Schedule

## Auction Information

The next auctions will be held on May 9 & June 13. Remember you can view the items at the auction site (3) days prior to the auction and also view items the week of the auction online. For a copy of the auction brochure and buyers guide, please view our website the week of the auction and sign up for the brochure email notification.



tions so you get a monthly reminder.

LA Property Assistance Agency  
P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-3455 Fleet

- [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## Louisiana Property Assistance Agency



### New Fiscal Year, New Faces!

**New Assistant Director**— We have new team members! Larry Williams is the new face that you will see in Administration. If you visited us at auction you have seen him walking around talking to customers, Mr. Larry is a great addition to our team!



**New Assistant Director of State Fleet**—Michael Proctor is the new Assistant Director of State Fleet. Michael can be reached at (225) 342-3455 or [Michael.Proctor@la.gov](mailto:Michael.Proctor@la.gov).

**New Compliance Supervisor**— We also want to welcome Tamisha Frazier to LPAA. Feel free to send an email to say hi, she can be contacted at 225-342-6852 or at [Tamisha.Frazier3@la.gov](mailto:Tamisha.Frazier3@la.gov). Shannon F.R. Arceneaux (Rushing) is back to assist us in Compliance as well, she is knowledgeable and ready to help in anyway that she can. Shannon can be reached at (225) 342-4324 or [Shannon.Arceneaux@la.gov](mailto:Shannon.Arceneaux@la.gov).

**Changes in Clerical**— Juana Domingue is the new Clerical Supervisor, from titles to property tags, she can help with it all. Juana can be reached at (225) 342-6851 or [Juana.Domingue@la.gov](mailto:Juana.Domingue@la.gov). Chambray Quiet is the face you see in the auction office during inspection times, we want to welcome her to Clerical as well, Chambray can be reached at (225) 342-6854 or [Chambray.Jefferson@la.gov](mailto:Chambray.Jefferson@la.gov).

### Making Sense of Surplus

It's hard to know when items should be surplus. Some property doesn't get daily use while there are other things that you cannot live without. Always ask a question, don't dispose of old property or give it to another agency without first knowing the proper procedure according to statutes and codes. Important note—the first point of contact is always your auditor. Contact them with any questions, big or small, to get clarity on surplus. It's best to email your auditors because most times they are on the road helping other property managers, but they will get to you as soon as they can.



#### Compliance Officers

Sharon C. Ferguson	(225) 342-3022	<a href="mailto:Sharon.Ferguson2@la.gov">Sharon.Ferguson2@la.gov</a>
LaQueda Ricks	(225) 342-3479	<a href="mailto:LaQueda.Ricks@la.gov">LaQueda.Ricks@la.gov</a>
Jasmine Jackson	(225) 342-6858	<a href="mailto:Jasmine.Jackson3@la.gov">Jasmine.Jackson3@la.gov</a>
Shannon F.R. Arceneaux	(225) 342-4324	<a href="mailto:Shannon.Arceneaux@la.gov">Shannon.Arceneaux@la.gov</a>
Drew Hall	(225) 342-6167	<a href="mailto:Drew.Hall@la.gov">Drew.Hall@la.gov</a>

# Data Sanitization Decoded

As a responsible state agency, LPAA strives to ensure when items are surplus, all sensitive information is wiped from any item deemed to be **electronic media** so the information is not inadvertently released. **LPAAPP11** was issued with the intent to instruct agencies on how to properly sanitize electronic media. This policy has been newly revised and is available on our website at [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa).

- **What is considered *electronic media*?** There is an official list of the class codes in the electronic media category this was developed with consultation between agencies, LPAA, and the Office of Technology Services. If an item is in one of the class codes in the electronic media category and you attempt to surplus this as a non-tagged asset, AMS will give you an error message. Here are some examples of property you may not have thought of:

- Phones	- Drives	- Routers	- Dispenser	- Medical Equipment	- Adapters
- Navigation Equipment		- Ultrasounds	- Charts	- Meters	- Plotters



Not all of these items can be sanitized, but they still must be documented and verified by IT personnel from your agency. If you have a question regarding if an item can be sanitized contact the Office of Technology Services, OTS, at (225) 342-7105. **Remember: it is the responsibility of the agency to sanitize all electronic media. LPAA will not accept electronic media property that is not properly sanitized.**

- **What are the approved Sanitization methods?** There are certain approved methods of sanitization that are approved by OTS. The list of approved methods of sanitization are available on the OTS website at [www.doa.louisiana.gov/ots/standards.htm](http://www.doa.louisiana.gov/ots/standards.htm).

**Remember: All electronic media assets must be sanitized prior to leaving state control.**

- **Does everything that is electronic media need to be tagged?** Any new electronic media acquired as of December 12, 2014 must be tagged and entered into AMS *regardless of price*.
- **What are the steps to surplus electronic media?**
  - 1) Make sure the electronic media assets that you plan to surplus are tagged and entered into AMS.
  - 2) Have IT personnel from your agency sanitize the electronic media items.
  - 3) Create the transfer for the items - you're not ready to attach anything yet! You just need the number to list on the Data Sanitization Certificate.
  - 4) Complete a Data Sanitization Certificate for all sanitized, tagged, electronic media that you plan to surplus listing the description of the item, the serial number, the transfer number, the method of sanitization and the sanitization codes. This form must be signed and dated from the IT personnel that sanitized the items.
  - 5) Attach the Data Sanitization Certificate electronically to the transfer that you have created under "**Documents and Images**" —the easiest way to do this is to scan the Data Sanitization Certificate to yourself and save it to your desktop so when you browse for the file you know exactly where to look.
  - 6) Add the electronic media items to the transfer.
- **If I am scrapping electronic media, does it still have to be sanitized?** YES!!! If you plan to dispose of electronic media (you must get approval for any disposal) you must still follow all the steps of sanitization *except* the information will be entered under the disposal tab. Also, in addition to the Data Sanitization Certificate, you must attach pictures of the electronic media items that you wish to dispose of.
- Even though you have created the transfer, it must be approved by LPAA. We check to ensure the Certificate of Sanitization is attached and the assets listed on the transfer are on the attached Certificates of Sanitization.
- **IF THE CERTIFICATE IS NOT ATTACHED TO THE TRANSFER WITHIN 5 DAYS, LPAA WILL VOID THE TRANSFER.**

## A Few Quick Tips:

- **Scheduling a Delivery.** If you're trying to get rid of surplus you can always drop it off to us, you don't wait for a pickup! Just get in contact with Dedra Matthews at (225) 342-6857 or Dedra.Matthews@la.gov to schedule a time for delivery.
- **Pickups.** When you surplus items, we know that you want those items out ASAP. Jim Desormeaux, who can be reached at James.Desormeaux@la.gov or (225) 342-3407, gets a report of all transfers designated as pickups and they are entered into a queue with the oldest transfers being the first scheduled so just be patient with us!
- **Resetting Your Password.** It's easy for us here at LPAA to remember our passwords because we're in the system daily, but it's harder if you're only in AMS when you absolutely have to be, like during inventory or certification time. Good news! You can reset your own password! Simply select the **forgot my password** option and it will ask you to answer the security question that you set up when the account was created. After you answer the question correctly, the system will generate a temporary password for you (it's usually long and complicated so just copy and paste it).
- **Data Sanitization Course.** If you are required to make transfers for your agency, you will need to complete the Data Sanitization Course which can be accessed on LEO or on our website under the Compliance and Audit tab. A copy of the certificate of completion must be sent in with any request for **Agency User** access in AMS before it can be processed.
- **Surplus a Vehicle.** Before we can approve a vehicle for surplus we must have the **original title, a completed condition report, and the registration.** Please also include pictures of vehicles that you have designated for pickup. If you put in a transfer for a vehicle we must have those items mailed or dropped off before we can move forward.
- **Follow Up on Surpluses After they are Picked Up or Delivered to LPAA.** It is your property until it is received in AMS by the warehouse, so check on it after a couple of days. We can correct any mistakes if we still have the property. **DO NOT WAIT SIX MONTHS.**



have to

## May Training Schedule



The **training schedule** has been set for **May**. If you would like to attend property/fleet, certification and audit, or AMS training, you can sign up through LPAA's website at [www.doa.la.gov/lpaa/training.htm](http://www.doa.la.gov/lpaa/training.htm).

Type	Location	Date	Time
Property/Fleet Rules & Regulations	LPAA	May 27, 2015	9:00am—11:30am
Certification & Audit Prep	LPAA	May 27, 2015	1:00pm—3:30pm
Asset Management System	LPAA	May 28, 2015	9:00am—11:00am

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to [ferris.peters@la.gov](mailto:ferris.peters@la.gov).

